



GICHI OZHIBI'IGE OGAAMIG
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY

Position: Accounting Technician II
Location: Grand Council Treaty #3 Finance Office, Kenora ON
Closing Date: Open until filled

Job Overview:

Reporting directly to the Finance Manager, the Accounting Technician supports the work of the Grand Council and assists the Executive Office of Grand Council Administrative Corporate Services

Responsibilities:

- Support the Treaty 3 Managers in managing their file expenditures and allocations.
- Develop the capacity of Admin staff with coding of requisitions.
- Assist with the preparation, verification of account receivables and payables.
- Void/cancel cheques as required.
- Support reconciliation and preparation of journal entries and adjusting entries; Audit preparation.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by Finance Manager.

Qualifications:

- Business Administration Diploma.
- Two (2+) years Accounting or Bookkeeping experience.
- Excellent knowledge of various accounting software such as Adagio and Paydirt is an asset.

Skills/ Abilities:

- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- Ability to work with all levels of employees and departments.
- Ability to provide professional customer service.
- Communicate effectively and diplomatically orally and in writing.
- Proven skill to format and draft correspondence, forms, reports, and proposals.
- Ability to work under pressure and meet deadlines.
- Ability to organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.

Preference will be given to those applicants with:

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.

Employment Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Oluyinka Leigh, Human Resource Manager

Grand Council Treaty #3

P.O Box 1720 Kenora, Ontario P9N 3X7

Fax: 807-548-5041

Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.